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MINUTES OF BOARD OF TRUSTEES' MEETING
HELD SEPTEMBER 24, 1964

Present:	Mr. Cooper	Miss Duffy	Mr. Jameson
	Miss Voigt	Mr. Dunker	Mr. Barlow
	Mr. Angell	Mr. Osborne	Mr. Beresford
	Mr. Arentz	Mr. Sterling	Mr. Wilson
	Mr. Baldwin	Mrs. Warren	Mr. Feuerstein
	Mrs. Rosenberg	Dr. Paddock	Mr. Kilduff

In the absence of Mr. Hardin and Dr. Wood, Miss Voigt, 2nd Vice President chaired the meeting.

Minutes of the last meeting were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report which showed eight months Receipts \$78,632.83 - Disbursements \$85,594.55 - Deficit \$6,961.72. Report was discussed by the Board and it was accepted.

INVESTMENT ADVISERS' REPORT

In the absence of Mr. Williams, Mr. Kilduff informed the Board the Investment Advisers had met on Monday, September 21st. The Investment Advisers made certain suggestions on what stocks may be converted into cash and the proceeds used to purchase other stocks. Investment Advisers at their meeting leaned toward investing in chemicals. However, because there was no clear cut decision among the Investment Advisers as to what stocks they could recommend to the Finance Committee, no decision was made by them and another meeting will be held in October to review the portfolio again. In the meantime, they will send to the offices of the Bureau their suggestions for consideration at their next meeting.

It was emphasized the Investment Advisers only can recommend proposed changes in the portfolio. The Finance Committee has full authority from the Board to change the portfolio. A meeting of the Finance Committee will be held prior to the next Board meeting.

CASE COMMITTEE REPORT

In the absence of Mr. Schein, Miss Voigt reported for the Case Committee and a copy of the Case Committee Report is hereby made a part of these minutes:

The meeting opened with a review of what the Case Committee had studied from June 1963 to June 1964.

Mr. Schein asked Mr. Kilduff if he had anything to bring before the Case Committee. He said he would like to discuss the Belleville Agency as well as the research project entitled "Causes of Addiction Arising from Within the Family." He explained the project was submitted to the Department of Health, Education and Welfare through the National Institute of Mental Health. The National Institute of Mental Health had returned

to Family Service Bureau eight mimeographed copies of the project which indicated it had withstood the first test and would be considered for approval or disapproval at the National Institute of Mental Health meeting that will take place in November 1964.

Mr. Kilduff reported that during the summer months he had heard the Mt. Carmel Guild had some question about the project as it pertained to the part Mt. Carmel Guild would play in the overall study. To ascertain where the communication lines broke down, since all outlines and correspondence pertaining to the project had been sent to the authorities at Mt. Carmel Guild, he and Mrs. Casey met with Father De Peri and later with Msgr. Dooling and ascertained that Mt. Carmel Guild objected only to the keeping of duplicate records and would not approve records from the Mt. Carmel Guild being in any other office but theirs. It was agreed at this meeting with Msgr. Dooling, Mrs. Casey and myself that the records, being the property of Mt. Carmel Guild, would remain in the Guild offices. The Mt. Carmel Guild then agreed to go along with the project and to be of whatever assistance they could.

If the project is approved in November, it was suggested by Mr. Kilduff to Msgr. Dooling that an agency committee be set up with two from their organization and two from Family Service Bureau, preferably of Board status, to act as consultants and to meet regularly with the staff of the project to keep abreast of the developments forthcoming from the study.

Until such time in November when we receive definite word on the project, there is necessity to plan for the Belleville Agency with the likelihood that the project may either be accepted or rejected and it seems advisable to work out a plan that is flexible. A plan presented to the Case Committee was to consider the merit of opening the Belleville Agency every evening, exclusive of Friday, because it has been Family Service Bureau's experience since taking over the Belleville operation that night and afternoon appointments are kept. There has been difficulty with appointments in the morning.

It was also suggested it may be propitious to place a man in charge of the Belleville Office because he would have more movability, especially in accepting night speaking engagements and the like. Mr. Favale from Family Service Bureau was mentioned. It was brought to the attention of the Case Committee Mr. Favale had been considered in the past for the Belleville Office but because of the budget an increase in salary for assuming new and additional responsibilities could not be granted at that time. Mr. Favale felt at that time he was doing a very good job as a caseworker in the Newark Office and considered it much more advantageous to the agency for him to remain in his present job for a while longer. Mr. Favale could be considered for this position, but he would have to be financially compensated for the additional duties that would be required of him. An increase of at least \$500 was suggested, and Miss Duffy remarked \$800 would be much more in line with the responsibilities we would be asking the individual to undertake. In opening up the office Monday through Thursday, part-time workers would be used at an additional cost of \$3,500 a year.

It was the consensus of the Case Committee that opening the Belleville Office at night did have merit and should be presented to the Board for their consideration and action.

It was explained to the Case Committee that Mrs. Fawcett's interest seems to be in the area of research rather than casework and her abilities could best be used in this capacity.

The necessity for greater publicity in Belleville was brought to the attention of the Case Committee by Mrs. Warren and Mr. Baldwin and one suggestion was to contact the principals of the schools to see if we could have a social worker on the staff of the Bureau included in the Speaking Program of the P.T.A. Mrs. Rosenberg suggested the Program Chairman be contacted as this might expedite speakers being included in this year's program, which in all likelihood is made up, but there may be cancellations.

Mrs. Casey commented on the fact that the Newark Department of Welfare had recently undergone some change and now had a new director. It was the intention of the agency who had worked closely with the Department of Public Welfare in the past, to keep the committee informed of our experience at this time. One case was used as an illustration of a delay in receiving emergency assistance. There seems to be some shortage of staff and this is something the agency and the Committee will want to be aware of in terms of service to the clients and the community.

Mr. Kilduff suggested at the next meeting a client could appear. Mrs. Rosenberg felt the Committee had too many important items to discuss at its next meeting and felt there should be a delay in presenting a client to the committee. The Case Committee agreed and it was decided the next meeting of the Committee would be held on the second Tuesday of November, since the majority of the Case Committee members will be out-of-town on the second Tuesday of October.

Mr. Kilduff informed the Case Committee that Mrs. Lapham had submitted her resignation to the agency today, which will take effect as of October 1st.

A copy of the research project was given to Mr. Schein, who after reading it, will return it to the agency to be circulated among the Case Committee.

Following discussion, Mr. Feuerstein moved, seconded by Mrs. Rosenberg and unanimously passed that the report be accepted with the following restrictions:

In regard to that part of the report which asked for the Belleville Office to be open Monday through Thursday evenings, it was the decision of the Trustees that the Belleville Office be open in addition to Monday night one other night, and the hiring of one extra part-time worker. If after study it seems advisable to the Executive Secretary another night be added, before action is taken, it must be brought before the Board of Trustees for their approval or disapproval.

MEMBERSHIP COMMITTEE

Mr. Osborne reported the Membership Committee had met on September 22nd:

The committee discussed the proposal to make available memberships to the Family Service Bureau in general terms in order to present recommendations to the Board of Trustees.

1. Should there be established one or more classes of membership, to be made available to the public:

Recommendation: Yes

2. Why?

Purposes:

- (a) To make more widely known the services available at the Bureau
- (b) To raise funds currently through a membership campaign
- (c) To encourage longer term interest in the Bureau, both financially and otherwise

3. Whom would we attempt to approach?

- (a) Individuals of some wealth who work in Newark and other communities served by the Bureau
- (b) Corporations located in these communities
- (c) Service clubs, women's clubs, etc., in the area

4. What kinds of memberships?

- (a) Individual
- (b) Corporate
- (c) Group

Voting versus non-voting was not discussed in detail.

5. How to go about this?

- (a) Develop literature for a long-term program. Perhaps start with a general description of the Bureau and its work, interesting case summaries (a la "100 Neediest Cases"), and financial needs. A series of mailings to the same audience. Mr. Kilduff will work up some suggestions within the next month.
- (b) Develop a prospect list. (Bureau has many names available, including satisfied clients.)
- (c) Approach prospects by mail and in person, individually, and through organizations.
- (d) Attempt some collateral newspaper publicity
- (e) Need assistance of Publicity Committee

6. How much to invest? This is yet to be estimated.

7. When to start? Preferably late 1964.

The committee recommends that the Board of Trustees consider the proposed program favorably and authorize the committee to develop a hard program by the next meeting.

Mr. Feuerstein moved and Mrs. Rosenberg seconded that the report be approved. The committee was directed by the Board to continue their efforts in drawing up a specific program which could be considered at a later date for action and discussion by the Board of Trustees.

BUILDING & OPERATIONS COMMITTEE REPORT

Mr. Wilson, chairman of the Building & Operations Committee, said estimates had been received from the R. D. Construction Company for heating the basement and for other work, but the committee was interested only in the basement heating for the winter months. The cost to install a Carrier Fan Heating Unit, against the rear wall of the present Boiler Room, facing the Conference Table area at the rear of the building will be \$690.00. The fan unit will be Model #46 U-4, with a 20,000 B.T.U. capacity, complete with Automatic Temperature Thermostat; Circulator; Control Equipment and Electrical Work for the entire control system for the Fourth Zone (Basement Area).

The Board unanimously approved this expenditure of \$690.00.

AGENCY REPORT

Mr. Kilduff reported on the Agency's Activity for the first eight months of 1964 and they are hereby made a part of these minutes.

STATISTICAL COMPARISON - 1963 and 1964

	Intake		No. cases open		Fees	
	1963	1964	1963	1964	1963	1964
January	94	112	319	374	\$ 718.75	\$ 570.50
February	74	111	319	412	698.80	722.25
March	82	105	316	443	795.55	782.75
April	78	134	299	480	741.50	791.75
May	85	85	319	447	805.75	780.75
June	69	113	309	432	637.50	694.25
July	77	99	310	426	501.25	544.00
August	83	99	290	389	307.25	577.50
	642	858	2481	3403	\$ 5206.35	\$ 5463.75 **
Average per month	80	107	310	425	** Included in total is \$135.00 fees collected in Belleville Office	

OTHER BUSINESS

Mr. Kilduff informed the Board that his car which he uses for business had broken down completely and had to be replaced. In the past 3 years over 51,000 miles had been put on it and about 42,000 miles was on agency business. The agency at the present time reimburses him \$60 a month for the use of it. He asked the Board that this be increased to \$75 as he felt the \$60 did not cover wear and depreciation and replacement. After questioning by Board members, the Board unanimously approved increasing the car allowance to \$75.00.

TRAVELER'S AID

Mr. Kilduff informed the Board he had been invited to a meeting on Monday, September 28th, at which meeting the Traveler's Aid Society was to be discussed. He asked direction from the Board on position he should take at this meeting. The Board directed Mr. Kilduff to take no position at the meeting and to inform those present at the meeting he would have to bring any proposals to the Board for their consideration and judgment before any action, if any, would be taken.

F.S.A.A. MEETING

The Board of Trustees were informed that a Board-Staff Meeting of the F.S.A.A. will take place in New York on Friday, November 6th, and each was given a program. All were urged to attend.

NEW JERSEY COUNCIL OF FAMILY AGENCIES

The Board was also informed the New Jersey Council of Family Agencies will hold a Board-Staff Meeting on Thursday, October 8th, and all were asked to attend.

APPOINTMENT OF BUDGET REPRESENTATIVE

Miss Voigt said during the summer months our budget representative to the Welfare Federation, Mr. John Geaney, had passed away and at the request of Mr. Hardin, Mr. George Baldwin was asked and accepted the responsibility of being the Family Service Bureau budget representative to the Welfare Federation.

NEXT BOARD MEETING

It was proposed to the Board the next meeting in October be held in the afternoon. The Board was asked to express their opinion on which they preferred, an afternoon or an evening meeting. On a vote by the Board members, the majority voted to hold the October meeting in the evening.

Next meeting of the Board of Trustees will take place at the Robert Treat Hotel on the last Thursday, October 29th, at 6 p.m.

Edward V. Kilduff
Executive Secretary